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BOSTON UNIVERSITY BULLETIN

VOLUME V

MAY, 1916

No. 3, PART 3

BOSTON UNIVERSITY

THE COLLEGE
OF
BUSINESS ADMINISTRATION

EVENING SESSIONS

1916

BOSTON, MASSACHUSETTS
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688 BOYLSTON STREET

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BOSTON UNIVERSITY

The College
of
Business Administration

Evening Sessions

FOURTH ANNUAL CATALOGUE

AND

ANNOUNCEMENT

1916-1917

BOSTON, MASSACHUSETTS

688 BOYLSTON STREET

1916



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CALENDAR

1916-1917

The evening sessions of the College of Business Administration are held Monday, Tuesday, Wednesday, Thursday and Friday at the College Building, 688 Boylston Street. The class schedule appears on the last page.

1916

SEPTEMBER 18-23 (10 A.M. to 9 P.M.) Registration.
SEPTEMBER 26-29 (5.30 to 7 P.M.)....Entrance Examinations.
SEPTEMBER 25 (6.30 P.M.).....Class sessions begin.
OCTOBER 12 (COLUMBUS DAY).....No session.
NOVEMBER 27-DEC. 4.....Thanksgiving Recess.
DECEMBER 18-JANUARY 2, 1917.....Christmas Recess.

1917

JANUARY 3 (Wednesday) Class Sessions resumed.
JANUARY 15-27.....First Term Examinations.
JANUARY 29-FEBRUARY 2.....Mid-Year Recess.
FEBRUARY 5 (6.30 P.M.).....Second Term begins.
FEBRUARY 22 (WASHINGTON'S BIRTH-DAY).....No session.
APRIL 6 (GOOD FRIDAY).....No session.
APRIL 19 (PATRIOTS' DAY) No session.
MAY 14-25.....Second Term Examinations.
JUNE 6.....University Commencement Day.

NOTE.—Students registering for day courses in the College of Liberal Arts must do so on Registration Day, September 20. Any taking courses in the School of Law must register at that School, September 25 or 26.

Office Hours

Daily, except Saturdays, 9 A.M. to 5 P.M. Saturdays, 9 A.M. to 1 P.M. Dean's consultation hours, daily, except Saturdays, 3 to 5 P.M., and during the college year, 6 to 9 P.M. At other hours by appointment.

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FIELD AND METHODS

COLLEGE TRAINING FOR BUSINESS

The College of Business Administration of Boston University was established in 1913 to meet the needs of men and women desiring a practical and scholarly training for a business career. It is intended to give the preparation demanded by modern commercial conditions—holding the relation to business that schools of law and medicine hold to their respective professions. The development of business methods and of commercial and industrial efficiency has made college training in business administration practicable and modern departmental organization has made it almost necessary.

The College of Business Administration is neither a technical school like the so-called "commercial college," nor is it an academic institution like a college of liberal arts. Its purpose is to give, in connection with commercial training, enough of the cultural to widen the intellectual horizon of its students, and to introduce a broad, liberal element into the training of the business man. It is intended to inculcate the highest form of commercial ethics and to render its students more responsive to civic and social obligations.

The old apprenticeship system, both in professions and the trades, has nearly disappeared. In the past, the young man who was going into business learned the routine of his calling by beginning as a clerk in some office or business house. To-day the young man who aspires to advance in business needs a much broader education. The principles which underlie business practice must be systematically and carefully studied.

BUSINESS EXPERIENCE ESSENTIAL

The course of the College of Business Administration will not displace practical experience as an element of business training. The students of the College who attend evening classes are engaged in business throughout the day,

and so have opportunity to test, in a practical way, the instruction given in the classroom. Day students who have not already had business experience must be employed for at least one full year, in addition to summer vacations, before completing their course. In either case, the course of the College of Business Administration supplements their experience and enables them to systematize its results. It helps young business men just as the school of law helps the young lawyer. The daily work of the evening college students is regarded and credited as a laboratory exercise.

PURPOSE OF INSTRUCTION

The College of Business Administration is intended to aid students in preparing for any business career; its course will be found particularly helpful to young men who aspire to become managers of commercial or manufacturing establishments. It prepares directly for accountancy, banking, insurance, journalism, advertising, salesmanship, or teaching commercial subjects.

The course furnishes the special preparation needed by candidates for positions in the national civil service, especially in the Treasury Department, the Department of Commerce, and the consular and diplomatic service.

DAY AND EVENING COLLEGE COURSES

Students may attend either day or evening classes. The instruction is the same and equally good results are to be obtained in either case. The evening courses are not of less value than day courses, nor does evening work impose a heavy burden on the student. It usually means only the sacrifice of social diversions for something of much greater profit to the individual.

The complete degree course requires attendance three or four evenings each week during the college year. The amount of outside study required varies in different classes, and for differently qualified students, but does not average over two hours for each evening course.

REQUIREMENTS FOR ADMISSION

Applicants for admission to the course leading to the degree must be at least eighteen years of age; all under twenty-one years of age must have completed a four-year course in a high school or an academy of approved standing.

Applicants over twenty-one years of age, who have not had a high school course or its equivalent, may qualify as candidates for the degree course by passing an examination, or by taking a number of special courses offered in lieu of examination. Such applicants may, if otherwise well qualified, be admitted as special students, without examination, and on completion of any course will be given a certificate, but not a degree.

College graduates will be admitted to advanced standing, usually receiving credit for approximately two years of evening work.

Interdepartmental Relations

Students in the College of Liberal Arts of Boston University may elect courses in the College of Business Administration amounting to one full year's credit towards a degree in arts or science.

Students in the School of Law of Boston University are admitted to Business Administration classes at special rates, but credit is not given towards the law degree.

Students enrolled in the College of Business Administration may take certain courses of the College of Liberal Arts or of the School of Law, and receive credit towards the degree in Business Administration for such courses, if completed with a standing of at least 80 per cent.

Entrance Examinations

No examinations are required in the case of graduates of approved high schools. Candidates for the degree of Bachelor of Business Administration, who have not completed a

four-year high school course, may qualify for the degree course by passing examinations in six subjects, as follows:

1. English; Grammar, Composition and Literature:
2. United States History and Civil Government:
3. Mathematics; Business Arithmetic, Elementary Algebra, Plane Geometry:

and any *three* of the following:

Physics (general elementary course); Chemistry (general elementary course); Commercial Law; Commercial Geography; Stenography; Bookkeeping; Greek and Roman History; English History; Latin (Caesar, and Grammar); Elementary French; Advanced French; Elementary German; Advanced German; Elementary Spanish; Advanced Spanish.

Dates of Examinations

Examinations will be given during the first week of the college year, one subject each evening, the examination beginning at 5.30 and lasting until 7.00. Application for examination must be made before the end of Registration Week.

It is unnecessary to take examinations in all six subjects before beginning the course. They may be divided into two or three groups and taken in different years. By making arrangements therefor, certain college courses may be taken in place of entrance examinations, but no subjects for which credit is given in the College can also be offered for entrance.

Specimen examination papers will be furnished upon application.

Examination for Advanced Standing in Accounting

Students who are familiar with double entry bookkeeping may by passing an examination for advanced standing be admitted directly to second-year Accounting. Examinations for advanced standing in Accounting will be given on the evenings of Friday, May 26, and Friday, September 22, 1916.

All who take this examination should possess a thorough knowledge of the fundamental principles of double entry bookkeeping; be able to classify and record business trans-

actions in books of original entry; define the functions of all general ledger accounts peculiar to mercantile accounting; prepare adjusting and closing journal entries; and compile balance sheets and profit and loss statements in conformity with modern accounting practice.

Only those who have had at least two years' experience in bookkeeping or who have completed a course in an approved high school or a private school of high grade, or who have had a training in bookkeeping which may be considered equivalent to such a school course will be admitted to this examination.

On passing the examination, candidates will be admitted to course A 2, Accounting Practice and Procedure, but will rank as Freshmen, taking the other subjects of the freshman year.

COURSE EXAMINATIONS AND CREDITS

The class work of students is marked on the scale of A, B, C, D; A representing the best work, and D, failure to pass.

Examinations in all subjects are given at the end of each term—twice a year. Students who are necessarily absent from the regular examination will be given an opportunity to take an equivalent examination at a later date. Credit for the course is given only to students whose class standing for the term combined with their examination average is higher than D. In computing the average, term work counts twice as much as the examination.

COURSES AND PROGRAMS

All students, candidates for the Bachelor's degree, are required to take the following courses. They should normally be taken in the order indicated below:

First Year

	Hours
A 1 Elements of Accounting	60
B 1 Natural Resources	30
E 1 English	60
Ec 1 Economics	60
	— 210

Second Year

A 2 Accounting	120
L 1 Commercial Law	60
B 2 Commercial Development	30
Ec 2 Economic History	30
	— 240

Third Year

L 2 Commercial Law	60
T - Modern Language	60
	— 120

Fourth Year

B 3 History of Commerce	30
F 1 Money and Credit	30
	— 60
Total hours, required courses,	630

ACCOUNTING PROGRAM

Students specializing in accounting should take, in addition to the required courses, the following:

First Year:	A 9 Business Mathematics	30
Second Year:	F 3 Investments	30
Third Year:	A 3 System Building	120
	F 4 Corporation Finance	30
Fourth Year:	A 5 Accounting Problems	90
	A 6 Fiduciary Accounting	30
	A 8 Accounting Lectures	15
	Ec 3 Labor Problems	30
	Ec 4 Trust Problems	30

BUSINESS ADMINISTRATION PROGRAM

Students preparing for administrative positions should take, in addition to the required courses, the following:

First Year:	A 9	Business Mathematics	30
Second Year:	F 3	Investments	30
Third Year:	F 4	Corporation Finance	30
	B 11	Psychology	30
	Ec 3	Labor Problems	30
	Ec 4	Trust Problems	30
Fourth Year:	B 5	Business Management	30
	B 6	Advertising	60
	B 9	Salesmanship	30
	B 10	Retail Merchandising	30
	B 12	Secretarial Routine	30

JOURNALISM PROGRAM

Students specializing in journalism should take, in addition to the required courses, the following:

First Year:	T -	Foreign Language	60
Second Year:	J 1	News Reporting	60
Third Year:	J 2	Adv. News Writing	30
	B 6	Advertising	60
	Ec 3	Labor Problems	30
	Ec 4	Trust Problems	30
Fourth Year:	J 3	Newspaper Practice	30
	B 7	Advertisement Writing	60
	T -	Foreign Language	60
	B 11	Psychology	30

ADVERTISING PROGRAM

Students specializing in advertising should take, in addition to the required courses, the following:

First Year:	B 9	Salesmanship	30
Second Year:	B 6	Advertising	60
Third Year:	B 7	Advertisement Writing	60
	B 10	Retail Merchandising	30
	B 11	Psychology	30
	J 1	News Reporting	60

Fourth Year:	B 4	Foreign Trade	30
	B 8	Mail Order Advertising	30
	Ec 3	Labor Problems	30
	Ec 4	Trust Problems	30
	F 3	Investments	30

COMMERCIAL TEACHING PROGRAM

Students preparing for commercial teaching, either in high schools or colleges, should take, in addition to the required courses, at least three years in Spanish and one year of French or German; History of Commerce; Investments; Salesmanship; and Psychology of Business.

For complete preparation, especially for college positions, students should also take in the College of Liberal Arts courses in Advanced English, Ancient and Modern History, Philosophy and Education.

DESCRIPTION OF COURSES

ACCOUNTING

A-1. Elements of Accounting. Four divisions: Division A, Monday; Division B, Wednesday; Division C, Thursday, 7 to 8.45; Division D, Wednesday and Friday, 6 to 6.55. 60 hours. *Required for a degree*, except in the case of students who pass an examination for advanced standing. (See details of examination on page 13.) Students who pass that examination are excused from this course and permitted to take course A-2, Accounting Practice and Procedure.

This course does not presuppose any knowledge of bookkeeping. It starts with the fundamental principles of double entry bookkeeping and develops the subject in logical order by means of lectures and assigned practice work. Several properly graded sets of books are written up by students outside of class, the time in class being devoted to lectures, discussions, quizzes and written tests. Thorough training is given in the science of classification, bookkeeping technique, the preparation and functions of business forms, the making of closing and adjusting entries, the form and arrangement of financial statements and modern office practice in so far as it relates to the accounting department.

Approximately six weeks each week is needed for outside preparation.

A-2. Accounting Practice and Procedure. Monday and Thursday, 7 to 8.45. 120 hours. *Required for a degree*. Open only to students who have completed course A-1 (Elements of Accounting), or have passed the examination for advanced standing.

Advanced phases of recordative accounting as applied to mercantile and manufacturing businesses.

Special attention given to the treatment of departmental expense accounts, branch accounts, controlling accounts, and their auxiliary

records, inventory valuations and adjustments, rent, insurance, taxes, interest on invested capital, interest on borrowed moneys, income on outside investments, loss on bad accounts, depreciation, good will, patent rights, partnership adjustments, analyzing general ledger accounts, intricate adjusting journal entries and corporate accounts.

The practice work presented provides thorough training in modern methods of recording cash receipts, cash disbursements, purchases and sales; in keeping corporate records and perpetual inventory of stock, and in compiling operating statistics and computing percentages.

Lectures dealing with the preparation of financial statements applicable to various lines of business. Model forms provided to serve as a guide in the proper form and arrangement of balance sheets, profit and loss statements, statement of production costs, etc. Intensified practice in compiling financial statements, and in solving a great variety of practical accounting problems.

Problems assigned to be worked in class within a given time limit, the object being to develop dexterity in thought and action.

Emphasis is placed on the correct form and arrangement of financial statements. Thorough training is given in preparing comparative balance sheets, income accounts and schedules of operating expenses; in compiling condensed balance sheets and income accounts; and in computing percentages, turnover, rate of income on capital investment, franchise tax, income tax, etc.

Outside time required, approximately 3 hours weekly.

A-3. System Building and Cost Accounting. Tuesday and Friday, 7 to 8.45. 120 hours. *Elective*. Open only to students who have completed course A-2, or have a knowledge equivalent thereto.

This course provides a thorough training in the designing and installing of modern accounting systems for mercantile and manufacturing businesses.

Students are taught how to prepare rough sketches of rulings; how to prepare finished forms; how to frame specifications for ruling, printing, and binding; how to plan a system; how to prepare a set of instructions for conducting an accounting system; and how to install a system.

Specifications covering a complete accounting system (for a retail lumber company operating a small mill) are furnished and each member of the class is required to rule and letter the forms (thirty-two in number) and provide specifications for the printer. A model set of instructions for the conduct of this set is furnished.

A complete accounting system for a large business, all books and forms illustrated in full size and colors, is explained, the functions of the ledger accounts are defined, and the members of the class prepare a complete set of instructions for its conduct.

Practically every modern method of recording cash receipts, cash dis-

bursements, purchases, sales, returns and allowances, pay roll distribution, monthly adjusting entries, comparative analysis of operating expenses, etc., is treated in concrete form.

The members of the class are required to design accounting systems from such particulars as would be demanded by an accountant in actual practice. The result of their work is examined by the instructor and the problems are discussed in class.

Students are assigned research work dealing with practical phases of office organization and administration.

The last part of the course is devoted exclusively to cost accounting,—the most technical and difficult phase of constructive accounting. The three elements of production cost are treated in relation to the "shop order" and "process" methods. Various methods of handling and recording material and labor costs are discussed; the different methods of distributing expense burden are explained and illustrated; theories relating to taxes, insurance, depreciation, rent and interest on capital, are fully discussed.

A comprehensive costing problem is solved by each member of the class, complete sets of costing records being provided. The nature of the business, the methods of production and the source of the costing data are fully explained. The student designs the various detailed forms required for collecting the data shown on the cost sheets—such as the production order, shop orders, stores' requisitions, job tickets for operations, foreman's reports, stock clerks' reports, daily analysis of operatives' time, monthly summary of direct and indirect labor, summary of stores' requisitions, reports of goods finished, etc.

The entire course consists largely of laboratory practice and is designed to develop a thorough, practical knowledge of constructive accounting.

A-4. Auditing. Friday, 7 to 8.45. 60 hours. *Elective.* Open only to students who have completed course A-3, or have a knowledge equivalent thereto.

The first part of the course consists of lectures dealing with the organization and administration of an accounting staff, the methods of securing and handling engagements, the fundamental principles of audit practice and procedure, the verification of balance sheet and profit and loss items, the preparation of working sheets, and the compiling of audit reports. Model forms of audit programs, working papers and audit reports are provided for each member of the class.

During the course a set of books is provided for each member of the class together with an audit program. Accompanying this set are all the data that would be required in a complete audit as in actual practice—such as the minute book, stock certificate book, stockholders' ledger, deeds, contracts, insurance policies, cancelled checks, invoices, bills, credit memorandums, inventory sheets, notes and other sup-

porting vouchers and documents. This set is to be audited in accordance with the program to which reference has been made. The audited set, working papers, and audit report are inspected and graded by the instructor.

Laboratory work is to be done at home, leaving the time in class to be devoted to discussions and quizzes.

The latter half of the course is presented by means of lectures in advanced auditing practice and procedure as applied to industrial corporations, financial institutions, public utilities, clubs and public institutions.

Typical C. P. A. questions in auditing are assigned to members of the class, the answers to which are to be prepared and submitted for correction and grade.

The time required for outside preparation averages approximately four hours per week.

A-5. Advanced Accounting Problems. Wednesday, 7 to 9.50. 90 hours. *Elective.* Open only to students who have completed course A-3, or have a knowledge equivalent thereto.

This course deals with advanced accounting problems, the greater number of which are selected from C. P. A. examinations given by various state boards of accountancy. The principles involved are explained and solutions are demonstrated and discussed. Problems assigned each week to members of the class, the solutions to which are corrected and graded by the instructor.

During the course several complete C. P. A. examinations are assigned as tests. These are to be worked in class within a given time limit.

The time required for outside preparation averages approximately four hours per week.

A-6. Fiduciary Accounting. Second term. Tuesday. 30 hours. *Elective.* Presupposes course A-2. A study of accounting as it relates to the administration of trust estates. Distinctions between principal and income; life tenant and remainderman; the computation of commissions of the executor and the trustee; situations that arise in the management of a trust estate illustrated. The student keeps the detail accounts of the executor and prepares the summary statement with supporting schedule for the intermediate as well as the final accounting.

A-7. C. P. A. Quiz. Thursday, 7 to 9.50. 60 hours. *Elective.* Open only to students who have completed course A-5 or have a knowledge equivalent thereto.

This course is presented by means of lectures, demonstrations, discussions and quizzes.

The basis of the course is a complete compilation of all the C. P. A.

questions propounded by the various state boards of accountancy up to 1916.

A complete and comprehensive course devoted exclusively to the solution of C. P. A. questions in theory of accounts, auditing, practical accounting and commercial law.

A-8. Special Lectures. Friday, 8.55 to 9.50. 15 hours. *Elective.* Open only to students taking accounting courses 3, 4, 5, 6 or 7.

A course of bi-weekly lectures by prominent professional accountants, office managers of large manufacturing establishments and specialists in efficiency methods.

The purpose of this course is to bring before the members of the upper classes in accounting the ideas of practitioners who are recognized as leading specialists in their respective lines.

No charge for tuition is made for this course. Students who attend at least 80 per cent of the lectures will be given credit of fifteen hours.

A-9. Business Mathematics. Friday, 6 to 6.55. 30 hours. *Elective.*

Practical and applied mathematics, including some advanced business arithmetic, elementary algebra, comparison of algebraic and arithmetical solutions; simple equations and problems; powers and roots; ratio and proportion; logarithms; application of logarithms in calculation of compound interest and in the solution of practical problems.

Elements of plane geometry; areas, volumes; framing and using formulas; graphical representation of statistical data. Mechanics. Computation of horse-power; electrical power; electrical units.

While this course assumes a high school training it may be taken in lieu of the entrance examination in mathematics. By means of an examination at the beginning of the term, the particular needs of students will be determined and the content of the course may be modified to suit those needs.

BUSINESS METHOD

B-1. Natural Resources. Two divisions: Division A, Tuesday, 8.55 to 9.50; Division B, Tuesday, 7 to 7.55. 30 hours. *Required for a degree.*

The resources on which the industry and the commerce of the country are based. A detailed study of coal, lumber, iron and steel, petroleum, cotton, wool, wheat, meats, sugar, tobacco, and other important products, with the purpose of defining their relation to commerce, domestic and foreign. Development of marketing methods. Operation of produce exchanges; hedging. Costs of production, transportation, wholesale and retail distribution.

B-2. Commercial Development. Monday, 8.55 to 9.50. 30 hours. *Required for a degree.*

Modern commercial conditions and their relation to the natural resources of the country. Position of the middleman, the jobber and the retail dealer. Methods of competition. Price maintenance. Use of premiums and trading stamps. Department stores, chain stores, co-operative stores, mail-order houses. Causes of failures. Government regulation of commerce.

B-3. History of Commerce. First term. Thursday, 7 to 8.45. 30 hours. *Required for a degree.*

Early political conditions affecting commerce. Town trade: the merchant guilds; fairs. Sea trade; interest in the Levant. Rise of world entrepôts. The Hanseatic League. Rise of national commercial policies.

Modern commerce. A special study of the development of English, French, and German commerce. The commercial policy of modern states.

B-4. Foreign Trade. Second term. Thursday, 7 to 8.45. 30 hours. *Elective.*

Comparison of the home market and foreign markets; the general significance of export and import trade; extent of American dependence on foreign raw materials and manufactured goods; present foreign markets for American goods, and the possibilities of development; difficulties in market extension.

Detailed study of methods of successful exporters; comparison of American, English and German export methods; the consular service and other governmental aids.

Problems of the smaller manufacturer and merchant; selling through commission houses; the functions of the forwarder; shipping customs; line and tramp traffic; contracts and charter parties; marine insurance; rate making; foreign port customs; foreign investments as an aid to export trade; international exchange; financing exports and imports.

Foreign correspondence; advertising; circular and form letters; making up mailing lists; travelling salesmen; foreign representatives; branch houses.

Detailed study of various foreign markets—Europe, Latin America, and the Far East; the peculiarities of demands, requirements and national customs.

Members of the class will be given opportunity to confer with consular and diplomatic representatives of foreign countries. Conferences will be arranged for individual members of the class who are interested in particular foreign countries.

B-5. Business Management. Monday, 8.55 to 9.50. 30 hours. *Elective.*

The fundamental principles underlying the successful conduct of business. All phases of business enterprise are rapidly being placed upon a scientific basis and the business man needs to acquaint himself with the science of management if he is to compete successfully under the new conditions. Special emphasis placed on business organization, with the various forms of control, such as departmental, line and staff, functional, etc.

The theory of plant location influenced by the primary factors—market, materials, labor and power. Some of the other topics taken up are business concentration; specialization; an analysis of the various kinds of industries; efficiency methods; methods of handling labor force; remuneration; standardization; welfare work; buying and handling materials.

B-6. Advertising. Thursday, 7 to 8.45. 60 hours. *Elective.*

Advertising considered as a branch of business organization. Analysis of the market, analysis of the goods, theory of advertising; psychology of advertising; comparison of advertising mediums; various forms of advertising; ethics of advertising. Frequent lectures by advertising experts.

During the second term special attention given to preparation of copy and constructive criticism. Advertising technique; catalogue and circular writing; methods of laying out copy; estimating the cost of a campaign.

B-7. Advertisement Writing. Friday, 7 to 8.45. 60 hours. *Elective.*

This course may be taken in connection with B-6, Advertising, or may follow that course.

The writing of copy from commodities studied in the classroom and from outlines given by the instructor. Copy analyzed and criticised in order that important features may be brought out. In addition to constructive criticism of the students' copy, actual advertising matter of commodities is studied. Occasional practice in preparing advertisements or for actual use.

B-8. Mail Order Advertising. Second term. Monday, 7 to 8.45. 30 hours. *Elective.*

A careful study of the problems of selling through the mail. Consideration of mediums, copy, merchandise, distribution, "follow-up" letters, catalogues, and shipping.

Students are required to do little outside work, but are expected to write copy for several mail order advertisements, to be criticised by the instructor. Special lectures given by men prominent in the mail order field of Boston and other cities.

B-9. Salesmanship. Two divisions: Division A, Wednesday, 6 to 6.55; Division B, second term, Wednesday, 7 to 8.45. 30 hours. *Elective.*

Wholesale, retail, and specialty salesmanship. The scientific principles of salesmanship, of value not only to salesmen, but to all who have to deal largely with others. Practical applications and illustrations of scientific principles. Selling principles, methods and problems. Qualifications of the salesman; personal analysis; character analysis; Methods of analyzing goods. Analysis of selling problems. Sales demonstrations by students. Opportunities for salesmen. Class instruction, frequent tests and addresses by active salesmen and sales managers.

B-10. Retail Merchandising. First term. Wednesday, 7 to 8.45. 30 hours. *Elective.*

Retail salesmanship; the retail salesman's relation to the public and to his house. The principles of window trimming; the preparation of window "talking signs." Circularization campaigns and the preparation of form letters. Retail store advertising.

How to departmentize stock; the division of expenses. The question of profit on sales; increasing the rate of turnover. Retail buying and stock keeping. Retail merchants' financial problems; the disposal of old stock; special sales; trading stamps and other "outside" selling schemes. Chain store organization and competition; department store competition; mail order house competition. The retail merchant's duty to his community.

Problems of interest to retail merchants, retail store managers and salesmen. While giving some consideration to retail salesmanship the course deals principally with management.

B-11. Psychology of Business. First term. Wednesday, 7 to 8.45. 30 hours. *Elective.*

The general principles of psychology, with special attention to the processes of perception, imagination, association, memory, attention, suggestibility and decision; special capacities and the selection of the worker and the work; laws of learning and of the acquisition of skill; conditions and avoidance of fatigue; relation of emotional conditions to efficiency.

Concrete illustrations of psychological principles with their application to various problems of industrial and commercial life.

B-12. Secretarial Routine. Second term. Thursday, 7 to 8.45. 30 hours. *Elective.*

Relation of the secretary to the business office; the principles of secretarial ethics; lectures and discussions bearing upon modern office appliances; office appliances exhibited and explained; filing and indexing; postal rules and regulations; office routine and business methods.

ENGLISH

E-1. Business English. Two divisions: Division A, Tuesday, 7 to 8.45; Division B, Tuesday, 8 to 9.50. 60 hours. *Required for a degree*, except in the case of specially qualified students, who may be excused after passing an examination.

A practical course in English, including the principal rules of grammar and rhetoric, especially as applied to commercial use; technical business phraseology; advertisement writing; the principles of good English. The basic rules of composition with special emphasis on commercial style; preparation of reports and announcements. Class instruction, with addresses by professional writers. Individual criticism by the instructor.

In connection with this course a series of lessons in handwriting will be given, particularly for the benefit of students whose writing is below the standard set for accountants. Others may be excused from this part of the course.

E-2. Argumentation and Debate. Wednesday, 6 to 6.55. 30 hours. *Elective*.

Practical instruction in the preparation and presentation of oral arguments. The proposition and its analysis; sources of evidence; how evidence is selected and recorded. Constructing the brief; developing the full argument from the brief; the preparation and presentation of rebuttal; delivering the argument. Processes of reasoning applied to argumentation; inductive and deductive argument; argument from casual relation and analogy; the fallacies. Lectures, discussions and classroom practice.

The course is conducted in connection with a debating society organized and governed by students of the College, which meets Friday nights after college classes have closed. Formal debates are conducted weekly and the principles of argumentation studied in class are worked out in actual floor practice.

ECONOMICS

Ec-1. General Economics. Friday, 7 to 8.45. 60 hours. *Required for a degree*.

The elementary principles of industrial organization. The laws of production, distribution and exchange and their application to practical problems of the day. Money: the monetary system of the United States; the causes of the "high cost of living." Banking: the national banking system; the federal reserve banks; foreign banks. Monopolies: the Sherman Act, the Federal Trade Commission. Transportation: the Interstate Commerce Commission. International trade: foreign exchange; tariff for protection or revenue.

Ec-2. Economic History of the United States. Friday, 6 to 6.55. 30 hours. *Required for a degree.*

General industrial development of the United States, with lectures on the following special topics: Westward expansion of lines of communication. Interstate commerce. Consolidation of capital; corporations and trusts; anti-trust legislation. Immigration. The course of our financial history; tariff history and the principles of tariff making.

Ec-3. Labor Problems. Two divisions: Division A, Thursday, 6 to 6.55; Division B, first term, Thursday, 7 to 8.45. 30 hours. *Elective.*

The relation of employer and employee and the various economic phenomena arising from the struggle of those two classes for their share in the distribution of wealth.

The significance of organized labor, the government and policies of labor organizations; strikes, boycotts, violence, the American Federation of Labor, the I. W. W. movement. Methods of promoting industrial peace; industrial remuneration; protective legislation for employees; immigration; child labor; woman labor; prison labor; unemployment; industrial education; employers' associations; profit sharing; co-operation; workmen's compensation laws; and welfare work. Opportunity given for investigations in some particular phase of the labor question in which the student may be especially interested.

Ec-4. Trust Problems. Second term. Thursday, 7 to 8.45. 30 hours. *Elective.*

The evolution of the various forms of business organization; partnership; joint-stock, corporation, trust combinations, holding companies, amalgamations, and mergers.

The internal organization of a corporation; promotion as a step in organization, underwriting, marketing, reorganization and receivership.

The evils of corporate organization, its causes, and the various remedies proposed to control trust evils.

Particular attention given to the Sherman Anti-Trust Law and its interpretation, to the Federal Trade Commission Act and the so-called Clayton Act. The present legal status of the trust.

Ec-5. Fire Insurance. First term. Wednesday, 7 to 8.45. 30 hours. *Elective.*

A study of the various branches of insurance, with the principles common to all branches. Insurance investments and accounts; fixing rates; forms and interpretations of policies; legal principles; organization and management; insurance practice.

Ec-6. Life Insurance. Second term. Wednesday, 7 to 8.45. 30 hours. *Elective.*

Different systems of life insurance, old line, assessment, fraternal and

industrial. Types of policies; relation of company to insured. The mathematics of life insurance. The theory of probabilities; premiums; endowments; dividends; surrender values.

FINANCE

F-1. Money and Credit. First term. Monday, 7 to 8.45. 30 hours. *Required for a degree.*

Money as a medium of exchange; the functions of money; the history of the United States coinage; paper money; token money; fiat money; the value of money and prices; the compensated dollar; the quantity theory of money and the use of credit instruments as a medium of exchange. An effort is made to test the theories of money in so far as they are of practical use in every-day affairs. Bimetallism, free silver, gold standard and limping standard are given attention; the various United States laws affecting money as a medium of exchange and as a standard of value. The Aldrich-Vreeland Act and the Federal Reserve Act treated in so far as they affect money and credit; study of panics and their causes.

The nature of credit; class of credit; personal credit; commercial or mercantile credit; book accounts; instruments of commercial credit; banking credits; the effect of credit on prices, etc.

Special emphasis placed on the qualities that money should possess and methods of obtaining and maintaining a good credit.

F-2. Banking Practice. Second term. Monday, 7 to 8.45. 30 hours. *Elective.*

Practical banking. National banks, state banks and trust companies, savings banks and co-operative banks. Official and departmental organization of a bank. Loaning the bank's money. Credits. Relations of a bank to its depositors. The central banks of Europe; the Bank of England, the Bank of France, the Reichsbank. The national banking system of the United States. Bond secured currency. The Federal Reserve system.

F-3. Investments. Second term. Monday, 7 to 8.45. 30 hours. *Elective.*

The fundamentals of investment and speculation; the fields for investment. Kinds of stocks and bonds and their relative positions; civil loans, railroad securities, public service corporation and industrial issues. The mathematics of investment; the work of the banking house; the influence of taxation on the security market. Special work in security analysis.

F-4. Corporation Finance. Monday, 8.55 to 9.50. 30 hours. *Elective.*

The legal status of the corporation; types of business corporations; corporate promotion; the sources of corporate funds; short-time loans;

corporate mortgages; types of corporate bonds; investment of capital funds; creation and use of surplus and reserve accounts; types of merger, the lease, and the holding company; corporate manipulations; receivership proceedings and reorganizations.

JOURNALISM

J-1. News Reporting and Writing. Friday, 7 to 8.45. 60 hours. *Elective.*

A practical course in the gathering and writing of news. A study of relative news values; sources of news; methods of covering news stories. Practice in the writing of newspaper English, with a detailed study of form and structure. The selection and writing of feature stories. A brief study of copy editing and headline writing. Lectures by the instructor and other newspaper workers. Discussion in class room of current news stories.

Students are required to cover news stories for the weekly University newspaper; are given an opportunity to cover Boston police headquarters, and to do some reporting for a Boston daily paper. Some news assignments outside of class hours. A study is made of the mechanics of newspaper production and students have opportunity to see a metropolitan newspaper plant at work.

J-2. Advanced News Writing. First term. Monday, 7 to 8.45. 30 hours. *Elective.*

Newspaper English. A detailed study of the principles of rhetoric as applied to the writing of news and feature stories. This course is designed to meet the needs of newspaper workers and advanced students who seek to improve their diction and style in the handling of the more important news assignments. A critical study is made of current newspapers and of the work of the best writers of news and feature stories.

Open to those who have taken course J-1 or its equivalent, and to newspaper workers of satisfactory experience.

J-3. Newspaper Practice. Second term. Monday, 7 to 8.45. 30 hours. *Elective.*

A practical course in rewriting, copy editing and headline writing. Discussion of current news stories with regard to structure and style. Preparation of copy for the printer. Proof reading. The mechanics and psychology of the headline. The class edits the copy for the University weekly newspaper.

Open to those who have taken course J-1 or its equivalent and to newspaper workers of satisfactory experience.

Journalism Laboratory. A weekly newspaper, covering the news of all departments of the University, is to be established in the fall of 1916. It will be written and edited by students in the department of

Journalism, under the direction of the instructor in journalism. Work on this paper is required of all students in journalism.

Journalism Library. The library of the College of Business Administration includes a collection of books and pamphlets on journalism and allied subjects. Some collateral reading on assigned topics is required of all students in the courses in journalism.

LAW

L-1. General Commercial Law. First course. Two divisions: Division A, Wednesday, 6 to 6.55, and Friday, 6 to 6.55; Division B, Wednesday, 7 to 8.45. 60 hours. *Required for a degree.*

The principles of business law: contracts; sales; negotiable instruments; agency; torts.

L-2. Commercial Law. Second course. Monday, 7 to 8.45. 60 hours. *Required for a degree.*

Partnership; corporations; insurance; probate law and administration of estates of deceased persons; bankruptcy; property law, including deeds, leases and mortgages; workmen's compensation; law of trusts and trustees; law relating to common carriers and interstate commerce.

L-3. C. P. A. Preparatory Law. Friday, 7 to 8.45. 60 hours. *Elective.*

Phases of the law of particular interest to public accountants; special preparation for C. P. A. examinations.

SCIENCE

S-1. Physics. Thursday, 7 to 8.45. 60 hours. *Elective.*

A short course of lectures and laboratory work covering the fields of mechanics, the properties of matter, sound, heat, electricity, magnetism, and light. Fundamental theories are studied and applications made to problems of everyday life.

MODERN FOREIGN LANGUAGE

T-1. First Year French. Tuesday, 7 to 8.45. 60 hours. *Elective.*

T-4. First Year German. Tuesday, 7 to 8.45. 60 hours. *Elective.*

T-7. First Year Spanish. Three divisions: Division A, Tuesday and Thursday, 6 to 6.55; Division B, Tuesday, 7 to 8.45; Division C, Wednesday, 7 to 8.45. 60 hours. *Elective.*

The aim of the elementary courses in foreign languages is to teach the practical use of the language. The conversational method is largely employed, but is supplemented with some grammatical drill and simple composition. The trend of the instruction is commercial rather than literary.

T-2. Second Year French. Friday, 7 to 8.45. 60 hours. *Elective.*

T-5. Second Year German. Friday, 7 to 8.45. 60 hours. *Elective.*

T-8. Second Year Spanish. Two divisions: Division A, Friday, 7 to 8.45; Division B, Tuesday and Thursday, 8.55 to 9.50. 60 hours. *Elective.*

Conversation, reading and composition, with special reference to colloquial and commercial forms and phraseology. Newspapers and magazines for reading and study. Business correspondence; oral descriptions. "Supper meetings" in the college restaurant, at which instructors and students have opportunity for social conversation before the regular class period.

T-3. Commercial French. Monday, 7 to 8.45. 60 hours. *Elective.*

T-6. Commercial German. Monday, 7 to 8.45. 60 hours. *Elective.*

T-9. Commercial Spanish. Monday, 7 to 8.45. 60 hours. *Elective.*

Students who have not completed equivalent courses are required to take the two preceding courses as a requisite for admission. The technical language of business; commercial correspondence; advertisement and catalogue writing; legal terms. Conversation and composition throughout the year.

SUPPLEMENTARY READING COURSES

Students who have completed any full course may obtain from the Dean, within one month after the course is finished, a list of supplementary readings on the subject. A special examination covering these readings will be given early in the fall term. Students who complete the readings and successfully pass the examination will be given a credit of ten hours.

No student will be granted credit for more than two reading courses in any one year. A charge of two dollars is made for each reading course examination.

PHYSICAL INSTRUCTION

Evenings, from 5.30 to 7, and Saturday afternoons, students of the College of Business Administration have access to the Rhodes Gymnasium connected with the college building, with swimming pool and shower baths, running

track and modern physical apparatus. An expert instructor advises students in regard to physical exercises and directs athletic games.

LIBRARIES AND READING ROOMS

A collection of reference books and of trade papers, especially for the use of students of the College of Business Administration, is kept in the College Library. The library is open for students of the College from 5 to 10 P.M. of each school day. Books may be consulted freely and may be withdrawn by students on application approved by a member of the faculty.

In addition to the facilities furnished by the College, students have opportunity to make free use of the Boston Public Library, next door to the college building, where is found one of the largest collections in the country of business and general books and periodicals. Students who do not reside in Boston may obtain from the Secretary of the College a card which will authorize them to draw books from the Boston Public Library under the same conditions applying to citizens of Boston.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF BUSINESS ADMINISTRATION

For the degree of Bachelor of Business Administration (B.B.A.) students attending evening courses only must satisfactorily complete 900 hours (or 15 class-courses) of resident work. Ten fundamental class-courses (600 hours) are required of all students; five courses (300 hours) are elective. This ordinarily requires four years of evening work.

College graduates who have had two years' business experience may be given the degree upon the satisfactory completion of 480 hours, or two years' work, the course to include all the required subjects for which college credit has not been earned.

Mature students who have had at least three years of business experience, may, by devoting all their time to

the course, combining work in the College of Business Administration with a day course in the College of Liberal Arts or the School of Law of Boston University, complete the requirements and obtain the degree of Bachelor of Business Administration in two years. In the case of such students 1020 hours of classroom work with a scholastic standing averaging B (80 per cent) is required for the degree. In comparing hours of credit a semester hour in the College of Liberal Arts or the School of Law is considered equivalent to 15 class hours.

The degree of Bachelor of Business Administration will not be given to any candidate who has not had business experience of a satisfactory nature. Students are required to make regular reports of their business relations, while reports from employers are occasionally requested.

To secure full credit for any course regular attendance at classes is necessary. Deductions will be made for unexplained absences. So far as possible students who are necessarily absent from any class will be aided in making up the work thus lost.

REQUIREMENTS FOR THE DEGREE OF MASTER OF BUSINESS ADMINISTRATION

Candidates for the degree of Master of Business Administration (M.B.A.) must have previously received the Bachelor's degree, and must complete, with high standing, a course of study extending over two college years, not less than 180 hours of classroom work, together with additional prescribed work in each course. Each candidate is required to present a thesis representing original work in some phase of business research. He must have had not less than four years of business experience. In every case, the Faculty reserves the right to determine whether the quality of the work done in the College and the business ability of the candidate warrant the grant of the Master's degree.

REGISTRATION OF CERTIFIED PUBLIC ACCOUNTANTS

In accordance with the statutes of Massachusetts, only those persons who have passed examinations conducted by the State Bank Commissioner are entitled to practice as "Certified Public Accountants."

The courses in accounting in the College of Business Administration are directed by Certified Public Accountants who have qualified under these statutes, and together with the other courses of the College cover all the requirements of the Commonwealth in this direction.

EMPLOYMENT BUREAU

Students desiring employment are invited to register in the University Employment Bureau and will be aided so far as possible in securing satisfactory positions, both during their college course and after graduation. No charge is made for this service.

EXPENSES

Tuition fees in the College of Business Administration are payable in advance for the year; if desired, however, payments for more than one subject may be made in two or more installments. In this case, the total charge for tuition is increased by a registration fee of five dollars.

TUITION FEES

	One Payment	In In- stallments
For complete degree course:		
Three and one-half or four class-courses, for year	\$75	\$80
For part-time courses:		
One class-course (60 hours)	30	—
Two class-courses (120 hours)	50	55
Three class-courses (180 hours)	70	75
One-half course (30 hours)	15	—

Every student registered is required to pay an annual publication fee of one dollar; this fee entitles the student to all college publications, without other subscription charge.

The only other charge is a graduation fee of ten dollars.

If any student taking more than one class-course is obliged, on account of serious illness or other adequate reason, to withdraw from any class, a proportion of his tuition fee may be refunded, but in no case will more than two-thirds of the year's tuition be so refunded, and no refunds will be made after two-thirds of the year is past.

No applications for withdrawal or refund of tuition will be considered unless made on official forms to be obtained from the College Secretary. When refunds are granted, payment will be made at the end of the college year.

No variation from these rates and regulations can be made except by consent of the Treasurer of the University.

All tuition payments are to be made to the Treasurer of the University at his office in the college building.

Text-books, supplies and stationery may be purchased at the College Book-Store at a discount from usual retail prices. The cost of text-books and supplies for the full course averages about fifteen dollars a year.

For any other information, in regard to the College of Business Administration, address

EVERETT W. LORD, *Dean*,
688 Boylston Street,
Boston, Massachusetts.

STUDENTS

POST GRADUATE STUDENTS

Clarence E. Akerstrom	8 Cherry St., West Somerville (B.C.S., School of Commerce and Finance, Boston)
James P. Conway	170 St. Botolph St., Boston (B.C.S., School of Commerce and Finance, Boston)
Charles H. Cornell	737 Broadway, Chelsea (M.C.S., School of Commerce and Finance, Boston)
T. Lawrence Davis	480 Maple St., Manchester, N. H. (B.B.A., Boston University)
Willis H. Doe	616 Main St., Medford (B.C.S., School of Commerce and Finance, Boston)
Herbert Fallon	88 Auckland St., Dorchester (M.C.S., School of Commerce and Finance, Boston)
Joseph A. Kuebler	17 Hawthorne Ave., Winthrop (M.C.S., School of Commerce and Finance, Boston)
William J. Lyons	51 Worcester St., Boston (M.C.S., School of Commerce and Finance, Boston)
Edwin E. MacConnell	45 Thompson St., Hyde Park (B.C.S., School of Commerce and Finance, Boston)
Harvard L. Mann	16 Dawes St., Upham's Corner, Dorchester (M.C.S., School of Commerce and Finance, Boston)
Carl W. Wright	246 Willow Ave., West Somerville (B.C.S., School of Commerce and Finance, Boston)

SENIORS—CLASS OF 1916

Ernest C. Adams	Westbrook, Me.
Charles E. Buck	238 Hemenway St., Boston
Charles H. Cahill	41 Inman St., Cambridge
Royal M. Cutler	92 Wilder St., Montello (B.C.S., School of Commerce and Finance, Boston)
Henry T. Dolan	8 Flint St., Salem (B.C.S., School of Commerce and Finance, Boston)
William R. Fletcher	20 Clifton St., Worcester
Lenore Flint	11 Rindgefield St., North Cambridge (A.B., Tufts)
George K. Gordon	20 Whitcomb St., Waverley (A.B., Boston University)
William J. Magee	161 West Newton St., Boston (B.C.S., School of Commerce and Finance, Boston)
Harold C. Spencer	125 Beech St., Roslindale (S.B., Boston University)

JUNIORS—CLASS OF 1917

(Regular junior standing is accorded students whose credit at the close of the current year is expected to be at least 660 hours. Credit of 600 hours carries conditional junior standing.)

James Allan (-60)	22	Evergreen St., Roxbury
Kelsey C. Atticks	201	Davis Ave., Brookline
Fred D. Barney (-60)	64	Astor St., Boston
Samuel L. Belson	3	Gannet St., Roxbury
John A. Bergen	29	Dunlap St., Dorchester
Jacob Bloomberg	100	Nightingale St., Dorchester
Mary F. Calnane	43	Royal Ave., Cambridge
Eskil O. Carlson	15	Vesta Road, Dorchester
(S.B., Boston University)		
Med M. Chañdler (-60)	307	Walnut St., Manchester, N. H.
James R. Childs		Northbridge
(B.A., Amherst)		
Einar N. Christenson	69	Harlow St., Arlington
(B.C.S., School of Commerce and Finance, Boston)		
Frederick H. Clare (-60)	12	Clarkwood St., Mattapan
Warren J. Craft (-60)	34	Massasoit St., Mattapan
Edward Dahl (-60)	25	Walnut Park, Boston
Albert Diamond (-60)	37	West St., Hyde Park
Alfred L. Dion (-60)	238	Hemenway St., Boston
Henry T. Dolan	8	Flint St., Salem
(B.C.S., School of Commerce and Finance, Boston)		
Thomas F. Donegan	349	North Ave., North Abington
Max P. Eames (-60)		Grasmere, N. H.
Joseph Ettinger (-60)	296	Washington Ave., Chelsea
John C. Farrington (-60)	182	Perry St., Lowell
Samuel N. Fishman (-60)	538	Haverhill St., Lawrence
Frank M. Francis (-60)	37	West Newton St., Boston
Samuel G. Gallant	147	Chambers St., Boston
Arthur W. Gay	152	Holten St., Danvers
(Litt.B., Boston University)		
George H. Glasheen	11	Ellsworth Ave., Cambridge
Paul W. Goershel (-60)	43	Newbury St., Roslindale
Albert Gonfrade	371	Beacon St., Somerville
Samuel J. Gorsey (-60)	334	Blue Hill Ave., Roxbury
Alfred J. Goucher	15	Central St., Milford
Nelson F. Hermance	784	East Fourth St., South Boston
Jeremiah G. Herlihy	41	Perham St., West Roxbury
(LL.B., B. Y. M. C. A. Law School)		
Marion L. Higgins	1	Ashland St., Worcester
(B.A., Wellesley)		

- Milburn D. Hill.....34 Orne St., Salem
(B.C.S., School of Commerce and Finance, Boston)
- Wallace C. Husted (-60).....65 Providence St., Providence, R. I.
- Nathan Josephs (-60).....26 Waverley St., Worcester
- Max Katz (-60).....132 Greenwood St., Dorchester
- Henry C. Kelley (-60).....242 Crescent St., Brockton
- Arthur L. King.....1083 Beacon St., Brookline
- Matthew Lahti.....244 Rollstone St., Fitchburg
- Peter J. Maggioni (-60).....57 Batchelder St., Dorchester
- David A. Marshall.....6 Hartwell St., Roxbury
- Philip J. Mayer (-60).....316 Huntington Ave., Boston
- Cornelius F. Merrigan.....57 Aspinwall Ave., Brookline
(A.B., Boston College)
- James S. Milne, Jr. Barre, Vt.
(Deceased)
- George F. Montague (-60).....19 Maple St., Lexington
- Robert C. Montgomery.....54 Wainwright St., Dorchester
- Clarence I. Morrill (-60).....72 Riverside St., Watertown
- Edward A. Murphy (-60).....172 Concord St., Lowell
- Joseph M. Murphy.....South St., Randolph
- Edward B. Nathanielsz (-60).....316 Huntington Ave., Boston
(Colombo, Ceylon)
- Ernest L. Newhall (-30).....21 Atlantic Ave., Beverly
- Thomas F. Norton (-60).....615 Bennington St., East Boston
- Ralph A. Ostburg, Jr. (-60).....97 Wheatland St., Dorchester
- Francis A. Parker.....30 Nottingham St., Dorchester
- Atlee L. Percy.....22 Seaverns Ave., Jamaica Plain
- Arthur K. Pitman (-60).....70 Astor St., Boston
- Ralph L. Power.....201 North Flower St., Los Angeles, Calif.
- Nathan F. Prensky (-60).....84 Fowler St., Dorchester
- Otis R. Prior (-60).....23 Greene St., Somerville
- Bernard W. Quinn.....26 Vinton St., South Boston
- Walton S. Redfield, Jr. (-30).....262 Otis St., West Newton
- Walter J. Rooney.....537 Massachusetts Ave., Boston
- Henry W. Safford (-30).....150 Brook St., Wollaston
- Samuel M. Sax (-60).....64 Allen St., Boston
- Harry B. Shapiro (-30).....50 Erie St., Dorchester
- Alfred A. Shea.....66 Brent St., Dorchester
- Newman Silbert.....32 Homestead St., Roxbury
(A.B., Harvard)
- Hazel C. Smith.....569 California St., Newtonville
(B.A., Wellesley)
- Oscar T. Smith.....38 Prospect St., Whitinsville
- John Speirs (-60).....15 Penhallow St., Dorchester
(LL.B., Boston Y. M. C. A. School of Law)

Henry G. Stone (-60).....	Tyngsboro
Chester J. Strong (-60).....	64 Astor St., Boston
Carl W. Telander (-60).....	17 Pinehurst St., Roslindale
Carl W. Tower.....	233 Belmont St., Malden
(B.S., Boston University)	
Peter Turchon.....	86 Lawrence Ave., Roxbury
Emile N. Winkler (-30).....	85 Waumbeck St., Roxbury
James M. deWolfe.....	76 Vinton St., Melrose
(A.B., LL.B., Harvard)	
George S. Wolper (-30).....	20 Homestead St., Roxbury

SOPHOMORES—CLASS OF 1918

(Regular sophomore standing is accorded students whose credit at the close of the current year is expected to be at least 420 hours. Credit of 360 hours carries conditional sophomore standing.)

Charles Bamberg.....	379 Adams St., Dorchester
Clarence A. Bennett.....	881 Somerville St., Manchester, N. H.
Harry W. Bergholtz.....	26 Arlington St., Manchester, N. H.
Grace C. Bowser.....	21 Farrington Ave., Allston
Aubrey S. Boynton.....	513 Lake Ave., Manchester, N. H.
Moses A. Brown (-60).....	67 Nichols St., Everett
Ira A. Bush.....	39 Farragut Ave., Medford
John F. Clarke.....	28 Central Sq., Brockton
Herman B. Cohen.....	45 Garden St., Boston
Julius M. Cohen.....	30 Chambers St., Boston
Harry E. Cryan.....	Lancaster, N. H.
John Cummings.....	12 Village St., Webster
Mary C. Cushing.....	57 Brighton Ave., Allston
Eben Darling.....	188 Sylvan St., Maplewood
Albert W. Davis.....	142 L St., South Boston
(B.S., Tufts)	
Norman A. Dill.....	140 Central St., Somerville
David A. Doren.....	73 Salem St., Boston
Arthur J. Dwyer.....	111 Florence St., Brockton
J. Horace Farnham.....	38 Burroughs St., Jamaica Plain
Horatio Finch (-60).....	20 Everett St., Dorchester
Louis J. Fish.....	984 Moody St., Lowell
Abraham Gale.....	14 South Huntington Ave., Roxbury
Louis P. Garland.....	36 Roosevelt St., Dorchester
Daniel A. Gibbons.....	93 Endicott St., Boston
Fred Giehler.....	8 Grant St., Holyoke
Robert R. Gordon.....	54 Wheeler St., Lynn
James S. Gove.....	28 Pearl St., Franklin, N. H.
Marcy H. Hall.....	443 Lebanon St., Melrose
Clarence R. Hickox.....	22 Jenison St., Newtonville

- William P. Husband.....29 Mellen St., Cambridge
 Alvah D. Innis.....36 Bigelow St., Quincy
 Edward T. Isaac.....22 Lee St., Cambridge
 Verner A. Johnson.....22 Westminster St., Roxbury
 Mary N. Joyce.....34 Juniper St., Brookline
 William F. Kimball.....378 North Main St., North Natick
 Alma M. Kinnie.....25 Albion St., Malden
 (A.B., Boston University)
 Edward F. Kord.....952 Prospect St., Somerville
 Frank E. Lakey.....184 West St., Canton
 (A.M., Ph.D., Brown)
 Carl W. Lane (-60).....13 Oliver St., Watertown
 Stanley W. Lane.....20 Mt. Vernon St., Somerville
 Francis J. Langley.....440 Moraine St., Brockton
 Harold F. Langley.....440 Moraine St., Brockton
 Nicholas J. LaTorraca.....11 Staniford St., Boston
 Charles A. Lee (-60).....109 Odell St., Beverly
 Ernest E. Lindberg.....160 Elm St., Quincy
 Ernest L. Little (-60).....16 High St., Brookline
 Marjory P. Locke.....South Hampton Road, Amesbury
 Ernest W. Lowell.....117 Jackson St., Lynn
 Carl V. Luther.....30 Empire St., Allston
 Alice L. Manning.....26 Beacon Hill Ave., Lynn
 (B.A., Mt. Holyoke)
 Eugene H. Merritt.....23 Eaton St., Revere
 Gordon F. Mitchell.....20 Pleasant Ave., Somerville
 Leo McCarthy (-30).....593 Union St., Rockland
 Hugh C. McIntyre.....30 Cobden St., Boston
 Lewis A. Newton.....10 Gorham Rd., West Medford
 (B.C.S., Greenville [Ill.])
 John Oldfield (-60).....23 Aborn Ave., Wakefield
 Hurlbut L. Plummer.....80 Baldwin Ave., Everett
 Norman A. Plummer.....80 Baldwin Ave., Everett
 Vernon M. Pryor (-30).....760 Lake Ave., Manchester, N. H.
 Gordon A. Putnam.....232 Prospect St., Manchester, N. H.
 Maynard E. Rogers.....8 Oxford St., Somerville
 Francis C. Rooney.....45 Burroughs St., Jamaica Plain
 Leland S. Ross.....291 Columbus Ave., Boston
 Louis O. SanClemente.....14 Cedar St., Milford
 Theodore Seely.....20 Auburn St., Waltham
 Thomas Small.....31 Hollender St., Roxbury
 Harold J. Smith.....197 Blue Hills Parkway, Milton
 Frank L. Sprague.....410 Washington St., Quincy
 C. Doidge Staples.....1379 Commonwealth Ave., Allston
 John J. Sullivan (-60).....10 Fenno St., Cambridge

Hagoh H. Tashjian	371	Columbus Ave., Boston
Clarence A. Thompson	14	Rockland St., Wakefield
John J. Toland	109	Medford St., Arlington
Harold Wald	49	Copeland St., Roxbury
Harry L. Wolk	52	Thornton St., Revere
Albert J. Young	114	Huntington Ave., Dorchester

FRESHMEN—CLASS OF 1919

(Regular freshman standing is accorded students whose credit at the close of the current year is expected to be at least 180 hours.)

Abraham Abelman	60	Nightingale St., Dorchester
Henry J. Allen	170	Bowdoin St., Dorchester
Isadore I. Altman	20	Water St., Clinton
Martin L. Anderson	27	Ellery St., Cambridge
Edmund Aronson	1039	Massachusetts Ave., Cambridge
Orrin B. Atwood	67	James St., Malden
George A. Augherton	409	Huntington Ave., Boston
Ernest W. Bacon	111	Capen St., Medford
Arthur A. Bailey	33	Pleasant St., Hyde Park
Albert H. Baker	21	Prospect St., Everett
Kimball A. Baker	28	Long Ave., Allston
Harry Barwise		Shady Ave. (Greenwood), Wakefield
Kenneth C. Bates	1	B St., Manchester, N. H.
Charles M. Bell	70	Lovett St., Beverly
Theodore P. Bell	16	Glen Ave., Arlington
Carl P. Birmingham	94	Rowe St., Melrose
Robert Bitzer	593	Boulevard, Atlantic
Earle M. Blair	853	Hayward St., Manchester, N. H.
Robert Blair, Jr.	203	Salem St., Malden
Harold W. Blakeley	16	Andrew St., Salem
Joseph Blumenthal	81	Brighton St., Boston
Albert J. Boudreau	68	Marshall St., Medford
Edward P. Boulter		Chelmsford
Wilton H. Bradish	24	Oread St., Worcester
Robert A. Breed	18	Autumn St., East Lynn
Charles F. Brooks, Jr.	135	Timson St., East Lynn
Louis S. Brooks	81	Highland St., Revere
Warren F. Brooks	22	Pinckney St., Boston
Albert Brown	16	Brentwood St., Malden
Joseph A. Buckley	93	Elliot St., Brockton
Forrest R. Burgess	254	Farrington St., Wollaston
Samuel Butman	56	Spring St., Boston
Martin A. Cannon	121	Draper St., Dorchester
Walter F. Carley	49	Madison Ave., Greenwood
Darwin P. Carpenter	112	Liberty St., Manchester, N. H.

John H. Casey	833	Third St., South Boston
Harold W. Cate	40	Richie Road, Quincy
Ernest W. Codaire	85	Walnut St., Manchester, N. H.
Warren I. Colburn	46	Newhall St., Malden
Oliver J. Conway	32	Joy Pl., Boston
Ann N. Cullinan	20	Haviland St., Boston
Dinah Daniels	233	Columbia Road, Dorchester
Julius Daniels	233	Columbia Road, Dorchester
Frederick L. Davis, Jr.	11	Harvard Pl., Somerville
John A. Delahanty	160	Davis St., Fall River
Thomas S. Delehanty	1034	Boylston St., Boston
Thomas B. Donnelly	171	Shore Drive, Winthrop
Philip F. Ebin	442	Warren St., Roxbury
Morris L. Edelstein	61	Vine St., Lynn
C. Alfred Estes	101	Essex St., East Lynn
Cyrus A. Estes		North Reading
Ernest Von Evans	29	Vine St., Winchester
Noyes D. Farmer		Manchester, N. H.
George A. Fellows	33	Spencer Ave., West Somerville
William E. Fierman	82	Fourth St., Chelsea
John Finlay	12	Sanford St., Dorchester
Robert L. Flanders	6	Hillside Circle, Somerville
C. Ray Flanigan	372	Boylston St., Boston
Simeon Freedman	135	Fourth St., Chelsea
William P. Freke	306	Walpole St., Norwood
Lorenz Garnjost	25	Orlando Ave., Winthrop
Harold A. Gibbs	446	Hanover St., Manchester, N. H.
Chester A. Gillis	277	Laurel St., Manchester, N. H.
Samuel S. Ginsburg	246	Seaver St., Roxbury
William F. Goddard	53	North Bow St., Milford
Minnie Goodman	76	Wayland St., Roxbury
Joseph A. Gosselin	23	Ray St., Lynn
Homer W. Gray	70	Lyon St., Pawtucket, R. I.
Clifton P. Green	180	Lowell St., Waltham
Charles Greenfield	106	East Haverhill St., Lawrence
John J. Harrington	46	Charles St., Waltham
Maxwell Harrington	29	Cross St., Framingham
James F. Harris	479	Maple St., Manchester, N. H.
Lester E. Henry	84	Lincoln Ave., Rumford, Me.
Winthrop E. Heyer	456	Highland Ave., Malden
J. Russell Higgins		Dover
Harry G. Hitchcock	44	Cummings Ave., Wollaston
Frederick W. Holder	23	Faulkner St., Dorchester
Dwight G. W. Hollister		Springfield
Edward A. R. Holloway	79	Spring St., Newport, R. I.

Grant J. Holt	26	Trenton St., Melrose
John A. Hope	99	Stedman St., Brookline
Irving A. Isaacs	19	Corona St., Dorchester
J. Otto Johnson	46	Cranston St., Jamaica Plain
Archibald C. Jordan	72	Bay State Ave., West Somerville
Walter F. Kammler	38	Ardale St., Roslindale
Martin S. Kane	118	Falcon St., East Boston
Joseph Kaplan	21	Wabeno St., Roxbury
Helena T. Kavanagh	165	Highland St., Worcester
Joseph K. Kelleher	12	Munroe St., Somerville
William S. Kidder	12	Park Road, Belmont
Mary T. King	19	Copley St., Roxbury
Zigmont J. Kord	95a	Prospect St., Somerville
Edgar R. Lacouture	63	Bradfield Ave., Roslindale
Clifford S. Landry	125	Grant Ave., Medford
Aleck Lang	329	Elm St., Cambridge
George T. Lawler	28	Clarkwood St., Milton
Alec Levatinsky	39	Anderson St., Boston
Bernard J. Levine	5	Nottingham St., Dorchester
Benjamin Levy	76	Vernon St., Roxbury
Nelson L. McCully	96	Massachusetts Ave., Arlington
Willard O. MacFee	353	Athens St., South Boston
Michael A. McManus	21	Hews St., Cambridge
Kenneth S. Magoon	285	Main St., Littleton, N. H.
Arthur F. Mahoney	599	Western Ave., Lynn
Ralph M. Manter	1039	Auburn St., Manchester, N. H.
Stephen W. Marsh	13	Rhodes Ave., Lynn
Lena M. Mendlesohn	158	Glenway St., Dorchester
Edwin S. Moffatt		Naples Road, Wellesley Park
Harold B. Morrill	194	Burrill St., Swampscott
Paul deMoulpied	144	Brook St., Manchester, N. H.
Albert B. Myron	43	Longfellow St., Dorchester
Fred W. Neafsey	14	Waverly St., Brockton
Herbert Paresky	60	Henshaw St., Brighton
Arthur M. Pearson	45	Chesley Road, Newton Centre
Albert W. Perkins	7	Morgan St., Melrose Highlands
Basil N. Perkins	44	North Pleasant St., Taunton
Stanley H. Pinkham		Rochester, N. H.
George J. Place	17	Alice Ave., East Lynn
Leo V. Powers	41	Bigelow St., Quincy
Maurice M. Powers	791	Millbury St., Worcester
Verne F. Preston	4	Academy St., Rochester, N. H.
Harold E. Price	15	Mountain Ave., Dorchester
Jack M. Pullman	8	Rock St., Roxbury
Francis X. Recomendés	973	Saratoga St., East Boston

Sturges G. Redfield, Jr.	Clinton, Conn.
Graham G. Reid	.92 Metropolitan Ave., Roslindale
James P. F. Reilly	.1 Mulbury St., Beverly
Emma A. Rice	.7 Water St., Boston
Charles W. Rollins	.66 Tower St., Forest Hills
Martin Rosenfield	.55 Comstock Ave., Providence, R. I.
Abe C. Rubitsky	.11 Alden St., Malden
Martin F. Sanders	.532 South Fourth Nest St., Provo, Utah
Rudolph H. Schumann	.1 Glenvale Terrace, Jamaica Plain
Edward R. Sears	.119 Meridian St., East Boston
Abraham B. Sharpe	.55 Whitney St., Nashua, N. H.
Alfred I. Shatswell	.13 Spring St., Salem
Morris Silberstein	.31 Holborn St., Roxbury
William A. Smart	Clark Rd., Revere
Earl E. Spaulding	.32 Grace St., Lowell
J. Bertram Stone	.5 Hamilton Ave., Lynn
Bertha M. Swift	.75 Robert St., Roslindale
Henry Swift	.19 Fiske St., Waltham
Arthur E. Tierney	.18 Shirley St., Roxbury
Sidney S. Titchell	.54 Allen St., Boston
Warren P. Tobey, Jr.	.1395 Commonwealth Ave., Allston
George I. Tofias	.98 Devon St., Roxbury
Thomas N. Tolar	.30 Rindge Ave., Cambridge
Theresa Troiano	.366 Massachusetts Ave., Boston
William F. Troy	.359 Tappan St., Brookline
Norman H. S. Vincent	Bedford, N. H.
Bartholomew F. Whalen	.324 Saratoga St., East Boston
John A. Williams, Jr.	.74 Irving St., Framingham
Herbert T. C. Wilson	.33 Ivy Road, Malden
John J. Winn	.55 Proctor Ave., Revere
Jennie H. Woolson	.75 Providence St., Worcester
Harold V. Young	.771 Harvard St., Manchester, N. H.

PART-TIME STUDENTS

(Candidates for a degree whose credit, at the close of the current year, will be less than 180 hours.)

Walter R. Amesbury	.718 Metropolitan Ave., Hyde Park
Frederick A. Ashley	.28 Walnut St., Everett
Carl W. Beam	.9 Oak Road, Milton
Harry Berkowitz	.2 Hutchings St., Roxbury
Charles E. Bowman	.46 Tudor St., Chelsea
Albert L. Bradley	.7 Parker St., Somerville
Marguerite H. Bryant	.270 Center St., Jamaica Plain
Nahum J. Busby, Jr.	.50 Nichols St., Chelsea

Amadeo Cianci	266	Maverick St., East Boston
Arthur T. Connelly	167	Melrose St., Auburndale
Mabel R. Cooke	75	Lonsdale St., Dorchester
Joseph Cooper	15	Lena Park, Dorchester
William J. Cozens, Jr.	38	Woodward St., Newton Highlands
Earl L. Cragin	122	Cross St., Somerville
Anna M. Davidson	8	Charles St., Dorchester
James Dike	1870	Beacon St., Brookline
Clarence E. Duane	107	Lexington St., East Boston
George F. Goldman	6	Boardman St., Salem
James P. Goodhue	60	Locust St., Danvers
John J. Griffin	145	Cambridge St., Charlestown
Thomas J. Guiney	15	Ingleside St., Roxbury
Ernest Hall	80	Churchill Ave., Campello
Loring H. Hall	58	Rutland Sq., Brockton
Gerard A. Halpin	66	Crosby St., Hough's Neck
Earle R. Israel	77	Smith Ave., West Newton
Robert S. Jigger	713	Metropolitan Ave., Hyde Park
David P. Keefe	418	Boston St., Lynn
James V. Kelley	60	Harrison St., Brookline
Emanuel S. Kramer	99	Elmo St., Dorchester
Charles A. Ladden	128	Grand St., Worcester
Richard J. McCormick	87	Orchard St., West Somerville
Francis A. McWilliams	99	Cowper St., East Boston
John A. Magoon		Littleton, N. H.
Louis A. Marino	27	Court St., Milford
Arthur P. Paresky	60	Henshaw St., Brighton
J. Harold Pike	41	Walnut St., Waltham
Earle Powers	25	Park St., Medford
Edward J. Purcell	21	Granville Road, Cambridge
Sabina M. Ryan	29	Lincoln Ave., Marblehead
Mary F. Seccombe	464	Huntington Ave., Boston
Frank Solomon	79	Gibbs St., Brookline
Augustus T. Stanwood	133	Hillside Ave., Needham Heights
Arthur W. Stevens	16	Union Ave., Everett
Clifford D. Strout	40	Palmer St., Arlington
Maurice A. Sunderland	104	Southern Ave., Dorchester
Marguerite K. Taylor	188	Broadway, Chelsea
Austin J. Thompson	41	Allston St., Somerville
Thomas J. Torpey, Jr.	30	Salem Pl., Malden
Irving Usen	198	Columbia Road, Roxbury
Ernest Walker	25	Windsor Road, West Somerville
Rollin A. Waltz	17	Plumer St., Everett
Leo F. White	309	Temple St., Whitman
William Wolfe	71	Fayston St., Dorchester

SPECIAL STUDENTS

(Not candidates for a degree.)

Henry F. Adams	North East, Pennsylvania
Rachel M. Albee	69 Coolidge St., Brookline
Oscar J. Anderson	15 Crescent Hill Ave., Arlington
George J. Arroll	168 Franklin St., Lynn
Philip Atwater	22 Stonehurst St., Dorchester
Christine M. Ayars	131 Davis Ave., Brookline
Agnes W. Baker	28 Eliot St., Jamaica Plain
Leone M. Baker	7 Haviland St., Boston
Stowell H. Bancroft	Framingham Centre
Louis S. Bangs	50 Elm St., Charlestown
Angie E. Bardin	84 Gainsboro St., Boston
Robert J. Barr	31 Highland St., Reading
Alice A. Barrows	281 Lowell St., Reading
Charles E. Barry	813 Beacon St., Boston
Margaret L. Bateman	16 Mellen St., Cambridge
(B.L.A., Pennsylvania College for Women)	
George E. Baumeister	29 Cleveland St., Arlington
Ralph L. Belcher	329 North Ave., Rockland
Anna M. Benson	6 Evelyn St., Mattapan
William A. Bickford	342 Main St., Everett
Harold H. Bird	283 Moulton St., Stoughton
Samuel Bischoff	133 Peterborough St., Boston
Cora M. Blanchard	172 Washington St., Lynn
Otis W. Bishop	230 Washington St., Melrose
George M. Blandford	45 Lyndhurst St., Dorchester
Fred S. Boltz	33 Brattle St., Cambridge
Louis Bornstein	37 Alpha Road, Dorchester
Kenneth M. Bostwick	147 Longwood Ave., Brookline
Gledstone N. Bowlby	45 Marshall St., Watertown
Elizabeth A. Boyce	South Lincoln
Beatrice E. Boyle	63 Auburn St., Saugus
Richard H. Bradstreet	38 Broadway, Beverly
Carrie D. Briggs	26 Prospect St., Beverly
Charles H. Bright, Jr.	412 Centre St., Jamaica Plain
Annie L. Brown	12 Walnut St., Wakefield
John W. Brown	Andover
May A. Brown	40 Rantoul St., Beverly
Olie L. Brown	42 Oliver St., Linden (Malden)
J. Worth Brownville	43 May St., Needham
Alphonso Bruno	163 Strathmore Road, Brighton
Clara L. Bryant	Lexington

- George W. Buck. Framingham
 John F. Buckley. 28 Beacon St., Arlington
 John T. Burns. 26 Summer St., West Roxbury
 Philip A. Burrage. Weston
 Lucius D. Burton. 138 West Canton St., Boston
 Harry W. Butler. 46 Westland Ave., Boston
 G. Cahill. 127 Fort Hill Ave., Lowell
 Thomas J. Cammick. 6 Columbus Sq., Boston
 Margaret Campbell. 302 Washington St., Dorchester
 Katherine A. Casey. 145 North Common St., Lynn
 Leon B. Cash. 45 Grant Ave., Medford
 Evelyn S. Chaloner. 16 Crescent Ave., Melrose
 Clarence W. Chapman. 118 Mt. Vernon St., Boston
 Walter I. Chapman. 18 Central St., Somerville
 (A.B., Boston University)
 Walter M. Chase. 37 School St., Somerville
 John Chesterfield. 23 Greenwood Ave., Jamaica Plain
 Harold C. Clapp. 12 Park St., Brookline
 James F. Clark. 29 East Concord St., Boston
 (A.B., Boston College)
 Gladys E. Clay. 276 Armstrong Ave., Jersey City, N. J.
 Alice G. Clough. 209 Main St., Haverhill
 Stephen D. Coffey. Townsend
 (LL.B., Boston University)
 Emanuel Cohen. 449 Walnut Ave., Roxbury
 Max W. Cohen. 7 Henry Ave., Lynn
 Arthur M. Coleman. 173 Mt. Auburn St., Cambridge
 John E. Colloton. 119 Myrtle St., Waltham
 Tessie N. Connelly. 37 Negus St., Webster
 Edward H. J. Cook. 46 Vine St., Roxbury
 Francis J. Cooper. 35 Fourth St., Cambridge
 Beatrice M. Coron. 66 Cedar St., Wakefield
 Arthur J. Cort. 80 Ocean St., Lynn
 Benjamin H. Cort. 28 Hillcrest Ave., Brockton
 Walter F. Costello. 5 Gloucester Pl., Boston
 Margaret C. Cotter. 7 Ashton Pl., Cambridge
 J. Quincy Cragin. 1293 Commonwealth Ave., Allston
 Laura R. Cunningham. 62 Highland Ave., Somerville
 Maurice G. Currier. 8 Northern Ave., Lynn
 Alfred W. Dahlstrom. 326 Fuller St., West Newton
 Walter E. Dalby. 22 Hyde St., Revere
 Aubrey H. Dawe. 43 East Foster St., Melrose
 Sarah A. Dearborn. Y. W. C. A., Cambridge
 Sarah Dechter. 106 Williams St., Chelsea
 Gertrude M. Deecher. Franklin Square House, Boston

Cecil T. Derry.....	12	Trowbridge St., Cambridge (A.M., Harvard)
Everett M. Dickinson.....	6	Chapman St., Arlington (C.E., Rensselaer Polytechnic)
Katherine T. Doherty.....	124	Howard Ave., Dorchester
Clifford L. Donald.....	8	Townsend Road, Belmont
Thomas F. Donovan.....	46	Sawyer Ave., Dorchester
Alexander H. Dresser.....		Newton Upper Falls
Katherine I. Driscoll.....	28	Melrose St., Boston
Ethel B. du Pont.....	1814	East Eighty-ninth St., Cleveland, Ohio
Grace E. Dykeman.....	40	John St., Chelsea
Ronald W. Edwards.....	36	Henderson St., Arlington
Joseph W. Eagan.....	1	Ingleside St., Roxbury
Abner Eilenberg.....	165	Ruthven St., Roxbury
James A. Elliott.....	154	Quincy St., Dorchester (A.B., Harvard)
C. Wesley Ellison.....	19	Chestnut St., Waltham
Richard C. English.....	67	Spring Park Ave., Hyde Park
Helena F. Fallon.....	47a	Creighton St., Roxbury
Sara J. Fallon.....	32	Hewins St., Dorchester (Ph.B., University of Chicago)
Miah J. Falvey.....	101	Parsons St., Brighton
B. Harold Fearing.....	37	Bertram St., Beverly
James Farrell.....	82	Dustin St., Brighton (LL.B., Boston University)
Anna M. Feenan.....	91	Essex St., Salem (A.B., Trinity)
William H. Ferguson.....	150	Mystic St., West Medford
George J. Ferreira.....	104	Lexington St., East Boston
Frank A. Ferren.....	154	Warren Ave., Boston
Ralph Fieldsend.....	64	Central St., Hudson
Nathan Fierston.....	538	Summer St., Lynn
Wilfred E. Filtean.....	48	Banks St., Somerville
Francis M. Findlay.....		Fish Haven, Idaho
Etta Finkelstein.....	32	North Russell St., Boston
Samuel Finkle.....		Berlin, N. H.
Hubert G. Fisher.....	15	Roslin St., Dorchester
G. Harold Fiske.....	269	Huron Ave., Cambridge
Mary M. Flaherty.....	39	Oread St., Worcester
Mary E. Flanagan.....		Bateman Ave., Point of Pines, Revere
Everett G. Fletcher.....	20	Clifton St., Worcester
Helena K. Flynn.....	61	Roseland St., Cambridge
Frank D. Ford.....	177	Vernon St., Wakefield
Clarence L. Foss.....		South Berwick, Maine
James J. Fox.....	2	Ivy St., Boston

- Mark F. Foxon 12 Beach St., Revere
 Frank A. Frisselle 26a Parker St., Everett
 Arthur E. Fryer 185 Central Ave., Medford
 Ralph E. Fuller 45 Dartmouth St., Belmont
 Arthur L. Furfey 111 Stedman St., Brookline
 Robert B. Gane Southville (Southboro)
 Joseph A. Gately 3 Woodford St., Roxbury
 Aram Gavoov 2 Auburn Sq., Charlestown
 Hampartjoom Gelenian 495 Cambridge St., Cambridge
 Walter Gerrold, Jr. 33 Pratt St., Allston
 James C. Gibson 238 Harvard St., Medford
 Morris P. Gifford 377 Essex St., Salem
 Gordon D. Gilbert 126 Beech St., Roslindale
 Annie T. Gilchrist 148 Bellevue Ave., Melrose
 (B.A., Boston University)
 Edmund N. Giles 5 Summit Ave., Winchester
 Richard A. Gilson 4 School St., Roxbury
 Louis A. Giroux 9 Sunnyside Ave., Somerville
 Dora Gitlin 21 Leroy St., Dorchester
 Jennie E. Glaser 323 Blue Hill Ave., Roxbury
 Alice C. Godin 1653 Massachusetts Ave., Cambridge
 Will Goettling 110 Trowbridge St., Cambridge
 Ramiro Gómez 89 St. Botolph St., Boston
 James J. Goode 31 Newbern St., Roxbury
 Mary A. Goode 50 Congress St., Boston
 Charles Goodman 163 Devon St., Dorchester
 Birdie M. Goudy 157a Huntington Ave., Boston
 Gordon F. Gowdy 64 Brook St., Brookline
 Nina G. Gray 11 Sargent Ave., Somerville
 Jessie F. Grieves 354 Tappan St., Brookline
 Sara A. Griffin 14 Trull St., Dorchester
 Edith B. Grossman 70 Rockview St., Jamaica Plain
 Joseph A. Guay 20 Lloyd St., Lynn
 Robert G. Guest 129 Bellevue Ave., Melrose
 (B.S., Dartmouth)
 Francis A. Gunn 214 North Ave., North Abington
 David M. Hahn 11 Oneida St., Boston
 Arthur T. Hall Southboro
 William T. Halliday 80 Madison Ave., Newtonville
 Harvey F. Hambur 192 Bay State Road, Boston
 Esther L. Harney 142 Ocean St., Lynn
 (A.B., Smith)
 Elizabeth B. Harris 1355 Commonwealth Ave., Allston
 (A.B., Radcliffe)
 Henry Harris 302 Columbus Ave., Boston

Miriam H. Harris.....	83	Trowbridge St., Cambridge (A.B., Boston University)
Ray S. Harris.....	24	Cedar St., Wakefield
Hollis Harrison.....	6	Magnolia St., Beverly
Rosalie M. Hart.....	74	Maple St., Hyde Park
Thomas C. Hassett.....	88	Auckland St., Dorchester
Sarepta H. Hastain.....	161	West Newton St., Boston
Stella M. Hay.....	14	Woerd Ave., Waltham
William H. Haynes.....	446	Washington St., Brookline
Harry W. Healey.....	83	Mt. Washington St., Lowell
Fernando F. Herschmann.....	4	Dunmore St., Roxbury
Berthold Heymann.....	113	Howard Ave., Dorchester
George C. Hicks.....	25	Orlando Ave., Winthrop
Robert Higgins.....	78	Francis St., Longwood
William H. Higgins, Jr.....	736	North Montello St., Brockton
Isadore S. Hill.....	384	Washington St., Brookline
Vercy H. Hill.....	384	Washington St., Brookline
Harry W. Hixson.....	35	Warren Ave., Brockton
George O. Holdstock.....	162	Eliot St., Milton
John T. Holland.....	500	East Seventh St., South Boston
Josephine Hollings.....	45	Monadnock St., Dorchester
Mildred Holt.....		Wilmington
Harold N. Hooghkirk.....	46	Francis St., Melrose
Marion Hook.....		195 Huntington Ave., Boston (St. Leonard's-on-Sea, England)
Minna B. Hope.....	24	Norway Park, Hyde Park
Leon L. Hopkins.....	160	Essex St., Cliftondale
Harry E. Horn.....	29	Maywood St., Roxbury
Norman E. Horn.....	29	Maywood St., Roxbury
Horace W. Horton.....	634	Main St., Woburn
Charles E. Howard.....	20	Leyland St., Dorchester
Charles R. Howard.....	33	Kirkland St., Cambridge
Harry R. Howe.....	5	Sanborn St., Reading (S.B., Harvard)
Francis M. Huddy.....	58	Codman Park, Roxbury
Joseph A. Hume.....	20	Chestnut St., Clinton
Eleanor T. Hunt.....		Franklin Square House, Boston
Thomas F. Hunt.....	27	Folsom St., Dorchester
Harry H. Hunter.....	36	Cedar Ave., Arlington Heights
Anna E. Hurley.....	54	Central St., Waltham
William J. Hurley.....	241	West Fifth St., South Boston
Sarah Hurwitch.....	74	Waumbeck St., Roxbury
Robert F. Ide.....	8	Blackwood St., Boston
Thomas A. Ivory.....	10	Guernsey St., Roslindale
Elizabeth S. Jeffrey.....	42	Holly St., Lawrence

- William Jensen.....8 St. Botolph St., Boston
 Harry Jerome.....6 Ashland St., Boston
 Ethel M. Johnson.....192 Marlboro St., Boston
 (S.B., Simmons)
 Leonie G. Johnson.....99 Clyde St., Pawtucket, R. I.
 Philip F. Johnson.....40 Perry St., Brookline
 David L. Jones.....10 Bayside St., Dorchester
 Oliver Jones.....101 Highland Ave., Somerville
 Carl W. Johnson.....9 Devotion St., Boston
 Paul J. Kanaly.....16 Park Road, Belmont
 Louise Kane.....118 Falcon St., East Boston
 Edgar O. Kanfold.....2 Summit Terrace, Malden
 Walter J. Kanz.....78 Hillside St., Roxbury
 John H. Keating.....9 Roy St., Swampscott
 Anna G. Kelleher.....530 Canton St., West Stoughton
 Peter F. Kelley.....18 Jerome St., Dorchester
 Richard Fitz Kendall.....101 Grant St., Somerville
 Alvin G. Kenney.....336 Harvard St., Dorchester
 Ethel B. Kerr.....73 Hancock St., West Somerville
 Mary F. Keyes.....372 Broadway, Lowell
 Alice M. Kimball.....11 Queensbury St., Boston
 (A.B., Radcliffe)
 Ethel S. Kingman.....14 Westwood Road, Somerville
 (A.B., Boston University: B.S., Simmons)
 Charles H. Kingsbury.....Danielson, Connecticut
 (M.D., University of Vermont)
 Blanche F. Kingsley.....207 Newbury St., Boston
 (A.B., Wellesley: A.M., Columbia)
 Bradford Kinsley.....84 Huntington Ave., Boston
 Lee C. Kitson.....101 Highland Ave., Somerville
 Herman E. Klein.....89 Sanborn Ave., West Roxbury
 Ida M. Knight.....25 High St., North Attleboro
 Irving P. Knowles.....64 South St., Campello
 Susette Kuhn.....94 Gainsboro St., Boston
 Russell G. Lafferty.....64 Brook St., Brookline
 Mary E. Lally.....16 Allston St., Dorchester
 Walter A. Langley.....Melrose
 Leon W. Langmaid.....312 Cypress St., Manchester, N. H.
 Clarence L. Law.....9 Montrose St., Somerville
 Richard Lawrence.....79 Mt. Vernon St., Boston
 Albert H. Lawson.....68½ Chicatawbut St., Dorchester
 Arthur E. Leary.....85 Paul Revere Road, Arlington
 Caroline E. Legg.....688 Main St., Woburn
 Albert W. Lennan.....25 Ward St., South Boston
 Helena A. Lennon.....South Lincoln

Lewis E. W. Lepper.....	69	Tremont St., Marlboro
Albert W. Lewis, Jr.....		North Dartmouth
George C. Lewis.....	24	Walnut St., Watertown
Ida L. Linton.....	22	School St., Quincy
Esther L. Little.....	107	York Road, Towanda, Pa.
(A.B., Smith: A.M., Ph.D., Pennsylvania)		
John F. Locke, Jr.....	3	Elmont St., Dorchester
Peter J. Lofberg.....	21	Trowbridge St., Cambridge
George G. Livermore.....	324	Auburndale Ave., Auburndale
Ethel A. Lord.....	35	Pine St., Belmont
George H. McArthur.....	15	Dunlap St., Dorchester
James H. McCann.....	1	Palmer Ave., Peabody
Ellen McDonough.....	263	School St., Stoughton
Joseph McElhill.....	13	Fayston St., Dorchester
Harrie H. McGilvray.....	50	Bartlett St., Somerville
Peter P. McGrath.....	24	Westminster St., Roxbury
(B.A., Boston College)		
Rose McInnis.....	73	Bowdoin Ave., Dorchester
Henry S. McIntosh.....	299	Washington St., Weymouth
Allen G. McKinnon.....		Manchester
Charles D. McKnight.....		North Franklin
Robert J. McLaughlin.....	428	Broadway, Cambridge
Michael J. McTiernan.....	121	James St., Roslindale
Charles A. MacDonald.....		Antigonish, Nova Scotia
Isabel MacDonald.....	34	Derby St., Somerville
Neil L. MacKinnon.....	128	West Brookline St., Boston
Henry W. MacNeil.....	95	Swan St., Everett
Robert A. Macartney.....	431	Essex St., Lawrence
(C.E., Pennsylvania Military)		
Dugald MacLachlan, Jr.....	51	Mt. Vernon St., Melrose
May MacSwiney.....	52	Library St., Chelsea
Charles R. Manchester.....	133	North Main St., Attleboro
J. Joseph Manning.....	44	Glendale St., Dorchester
Arthur F. Meehan.....	40	Gage St., Worcester
Emil W. Miller.....	12	Colonial Ave., Dorchester Centre
J. M. Mollison.....	50	Austin St., Cambridge
Francis T. Monroe.....	30	Hemenway St., Boston
Laurice T. Moreland.....	179	Strathmore Road, Brighton
Inez M. Morgan.....	4	Judson St., Beverly
Arthur P. Morley.....	324	Beacon St., Somerville
Sabina D. Morris.....	1	Quincy Terrace, Roxbury
Joseph J. Mulhern.....	7	Woodside Ave., Jamaica Plain
John L. Murphy.....	28	Virginia St., Dorchester
Joseph A. Murphy.....	28	Virginia St., Dorchester
John W. Murray.....	4	Darling St., Dorchester

Robert J. Murray	2	Merton Pl., Roxbury
Frederick B. Nelson	26	Oliver St., Everett
Adin G. Newton	543	Broadway, Everett
Ernest H. Newton	92	Waverly St., Everett
Charles E. Nichols	3	Glenwood St., Roxbury
Catherine M. Noonan	551	East Fifth St., South Boston
William W. Norcross		Wellesley Hills
William E. O'Brien	15	Fenwood Road, Roxbury
Clarence I. Ochs	11	Monson St., Mattapan
Francis M. O'Donnell	98	Howard Ave., Dorchester
William N. Oedel	156	Walter St., Roslindale
John Olsen	1065	Massachusetts Ave., Arlington
Winslow G. Ormsby	90	East St., Melrose
Mary J. Orr	61	Mill St., Woburn
George W. Osgood	22	Park Ave., Attleboro
Florence M. Paine	27	Asticou Road, Forest Hills
Charles W. Parks	181	Johnson St., Lynn
Karl W. Patten	333	Cabot St., Beverly
Willis E. Pattison		Sharon
Eva A. Paul	67	Prospect Ave., Wollaston
Fridolf H. Peterson	80	Cranch St., Quincy
Maurice E. Phelan	20	Saville St., Cambridge (S.B., Harvard)
Helen W. Phelps	19	Lincoln Ave., East Somerville
Charles F. Pierce	25	Orlando Ave., Winthrop
Henry H. Pierce	45	Waverly St., Malden
Clarence W. Piper	207	Crescent St., Rockland
Robert C. Polson	145	Neponset Ave., Dorchester
William S. Pontin	69	Gainsboro St., Boston
Allice G. Porter	140	Allston St., West Newton
Bessie F. Potter	55	Lyndhurst St., Dorchester
Margaret L. Powers	119	Cranch St., Quincy
Ruth Preston	87	Pleasant St., Wakefield (A.B., Boston University)
Reginald F. Putnam	1482	Washington St., West Newton
Hasel Rasmussen	15	Cleveland St., Arlington
John J. Reardon	72	Washington St., Charlestown
Royden E. Reed	38	Milford St., Boston
Joseph J. Resnick	41	North Russell St., Boston
Jeannette B. Rice	22	Jefferson Ave., Chelsea
Linda E. Rice	56	Westland Ave., Boston
Helen C. Richardson	83	Mt. Auburn St., Watertown
Sybil Righter	50	Webber St., Boston
Jane K. Rittenhouse	802	Center St., Jamaica Plain
John W. Robertson	22	Arkwright St., Manchester, N. H.

Harold P. Robinson	502 Main St., Medford
Virginio deRocha	Bristol, R. I.
Olive M. Roche	115 Devon St., Roxbury
Ralph L. Rogers	17 Savory St., Lynn
James F. Rollins	5 Oxford Terrace, Walpole, N. H.
David Rose	24 Lee St., Cambridge
Mary C. Rose	3 Wesley Park, Somerville
Louis Rosenfield	1069 Boylston St., Boston
James Roster	15 Hosmer St., Mattapan
Howard S. Royal	205 Belmont St., Wollaston
Harry H. Rubin	35 McLean St., Boston
George E. Rundlett	32 Maryland Ave., Lowell
Joseph F. Ryan	16 Walnut St., Wakefield
Thomas E. Ryan	209 Wachusett St., Forest Hills
Clara B. Sackett	112 Summer St., Somerville
Loyal R. Safford	150 Brook St., Wollaston
Michael Safran	633 Western Ave., Lynn
Dora Sambedale	113 Leverett St., Boston
Minnie B. Sambedale	113 Leverett St., Boston
Richard S. Sanborn	78 Church St., Winchester
Edward W. Sawyer	53 Moreland St., Roxbury
Ernest S. Sawyer	25 Bucknam St., Everett
Leonard J. Scanlon	55 Iffley Road, Jamaica Plain
Mary A. Schramm	93 Tyler St., Boston
James O. Sears	67 Concord Ave., Somerville
Mary A. Shea	56 Catawba St., Roxbury
Bertha Shepard	64 Charlesgate East, Boston
Maurice S. Silverman	130 Shurtleff St., Chelsea
Leonard G. Simmons	83 Centennial Ave., Revere
Lillian H. Sinclair	25 Falmouth St., Belmont
Sue H. Sinclair	25 Falmouth St., Belmont
Louis S. Sisto	264 Maverick St., East Boston
William E. Sloane	9 Goss Ave., Melrose
Florence M. Sluskie	48 Munroe St., Roxbury
Herbert E. Small	134 Bellingham Ave., Revere
Byron N. Smith	438 Columbus Ave., Boston
Fred C. Smith	348 Medford St., Charlestown
James E. Smith	92 North Central Ave., Wollaston
Ralph H. Smith	Hardwick, Vt.
Raymond D. Smith	16 Banks St., Waltham
Roswell H. Smith	11 Churchill Pl., Lynn
Sara C. Smith	24 Angell St., Dorchester
Wilson Snushall	5 Emory St., Saugus
(A.B., Amherst)	
Dale M. Spark	20a Waumbeck St., Roxbury
(B.C.S., School of Commerce and Finance, Boston)	

- R. M. Sparks 83 Brattle St., Cambridge
 William H. Spokesfield 127 Washington St., Westwood
 Claire Sprague 477 Beacon St., Boston
 George E. Sprague 21 Mountain Ave., Cliftondale
 Ernest Stahl 1213 Beacon St., Brookline
 Frank P. Stanton 170 Reservoir Ave., Revere
 Edward R. Stevens 21 Rockville Park, Roxbury
 George D. Stevens 26 Dexter St., Malden
 Howard A. Stevens 5 Elm St., Malden
 Martha R. Stevens Woodside Ave., Wellesley
 (A.B., Boston University)
 Dean E. Stewart Mission, Texas
 Ella M. Stewart 335 Highland Ave., West Somerville
 Florence W. Stewart 76 Lincoln St., Melrose
 Herbert F. Stiles 50 Hancock St., Cambridge
 Hinson Stiles 58 Park St., Providence, R. I.
 George E. Stowers 60 Wenham St., Jamaica Plain
 William T. Stuttard 624 East Eighth St., Boston
 James J. Sullivan 612 Dudley St., Dorchester
 Jennie H. Sumner 31 Canton Ave., Milton
 Ethel Syford 30 Irving St., Cambridge
 (B.A., University of Nebraska)
 Louis E. Tarr 84 Spring St., Manchester, N. H.
 C. Wendall Taylor 9 Harvard Ave., Waltham
 Elsie M. Taylor 136 Huntington Ave., Boston
 John L. Taylor Salem, N. H.
 Rockwell C. Tenney 674 Longmeadow St., Springfield
 Ernest Thompson 22 Hyde St., Revere
 Herbert W. Tolman 3 Union St., Somerville
 Andreas Tomfohrde 216 Highland Ave., Somerville
 (A.B., Dartmouth)
 S. Paul Townsend 88 Waumbeck St., Roxbury
 Pauline Tranfaglia 239 Harvard St., Dorchester
 Fred L. Trask 66 Lovett St., Beverly
 Joseph E. True 32 Hartwell St., Roxbury
 Samuel B. Trumbull 38 St. Botolph St., Boston
 (Ph.B., Brown)
 Helen P. Turkington 96 Centre St., Danvers
 Parker Tyler 50 Batavia St., Boston
 William F. Uhl 32 Robinwood St., Jamaica Plain
 (B.S., M.E., C.E., Michigan Agricultural)
 Edith Vance 34 Beech St., West Roxbury
 Olive E. Vint 181 Water St., Wakefield
 Frederick K. Vroom 13 Oliver St., Watertown
 Alexander Wagstaff 386 Hyde Park Ave., Forest Hills

Nathaniel K. Walker.....	74	Dexter St., Malden (B.S., Mass. Agricultural)
William I. Warren.....	14	St. Margaret St., Dorchester
John G. Watkins.....	87	Poplar St., Roslindale
Knowlton F. Watson.....	7	Howe St., Gloucester
Luther K. Wedgwood.....	16	Madison St., Somerville
Lillian G. Weinstein.....	137	Woodrow Ave., Dorchester
Marion F. Welch.....	43	Abbott St., Beverly (A.B., Trinity)
Barbara A. Wells.....	14	Darling St., Dorchester
Edward Wentworth.....	73	Lowell St., Brockton
Florence A. Westcott.....	130	Englewood Ave., Brookline (A.B., Boston University: B.L.S., Simmons)
Carroll Westall.....	9	Cushing St., Wollaston
Frederick K. White.....	10	Allen St., Somerville
Warren H. White.....	26	Baldwin St., Malden
Gladys Whitney.....	27	Irving St., Cambridge
J. T. Whitney.....	72	Ashland St., Medford
Louis O. Whitten.....	56	Hawthorne St., Malden
Paul A. Wien.....	28	Bartlett Ave., Waverly (M.E., Cornell)
Chester H. Wigginn.....		Whitefield, N. H.
Nellie M. Wilder.....	1	Saginaw Ave., Cambridge
Katherine L. Wilson.....	211	Huntington Ave., Boston
Frances B. Wilson.....	211	Huntington Ave., Boston
Otis E. Winegar.....	171	Shore Drive, Winthrop
George T. Woodsum.....	83	Hobart Ave., East Braintree
W. Arthur Worton.....	62	Hollingsworth St., Mattapan
Charles E. Wright.....	22	Montreal St., Portland, Maine (A.B., LL.B., Boston University)
Velma I. Zeigler.....	506	Massachusetts Ave., Boston
William J. Zook.....	5	Alvan Terrace, Dorchester

Summary

	<i>Men</i>	<i>Women</i>	<i>Total</i>
Post Graduates.....	11		11
Seniors.....	9	1	10
Juniors.....	77	2	79
Sophomores.....	70	6	76
Freshmen.....	147	10	157
Part-Time Students.....	47	6	53
Special Students.....	305	134	439
Totals.....	666	159	825

EVENING CLASS SCHEDULE, 1916-1917

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
(1) 6.00 to 6.55	(6.30 to 6.55) Student Assembly	T7 1st yr. Spanish—A*	A1 Accounting—D* L1 Commercial Law—A* E2 Argumentation B9 Salesmanship—A	T7 1st yr. Spanish—A* Ec3 Labor Problems—A	A1 Accounting—D* L1 Commercial Law—A* Ec2 Economic History of U. S. A9 Business Mathematics
(2) 7.00 to 8.45	A1 Accounting—A A2 Accounting* L2 Commercial Law F1 Money and Credit (1st term) F2 Banking Practice (2d term) F3 Investments (2d term) J2 Adv. News Writing (1st term) J3 Newspaper Practice (2d term) B8 Mail Order Advertising (2d term) T9 3d year Spanish	(7.00 to 7.55) E1 English—A B1 Natural Resources—B (8.00 to 8.45) E1 English—A, B (7.00 to 8.45) T1 1st yr. French T4 1st yr. German T7 1st yr. Spanish—B A3 System Building and Cost Accounting* A6 Fiduciary Accounting (2d term)	A1 Accounting—B L1 Commercial Law—B T7 1st yr. Spanish—C A5 Advanced Accounting Problems B11 Psychology (1st term) B10 Retail Merchandising (1st term) B9 Salesmanship—B (2d term) Ec5 Fire Insurance (1st term) Ec6 Life Insurance (2d term)	A1 Accounting—C A2 Accounting* Ec3 Labor Problems—B (1st term) Ec4 Trust Problems (2d term) S1 Physics B6 Advertising B3 History of Commerce (1st term) B4 Foreign Trade (2d term) A7 C. P. A. Quiz B12 Secretarial Routine (2d term)	Ec1 Economics T2 2d yr. French T5 2d yr. German T8 2d yr. Spanish—A A3 System Building and Cost Accounting* L3 C. P. A. Law J1 News Reporting B7 Advertising A4 Auditing
(3) 8.55 to 9.50	B2 Commercial Development F4 Corporation Finance B5 Business Management	E1 English—B B1 Natural Resources—A T8 2d yr. Spanish—B*	A5 Advanced Accounting Problems	A7 C. P. A. Quiz T8 2d yr. Spanish—B*	A8 Accounting Lectures Debating Club

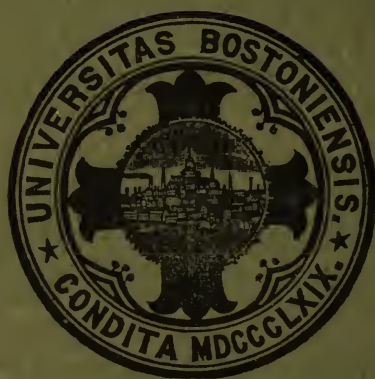
NOTE: Letters and numerals before titles are *Course Numbers*. Letters after course names indicate *Class Divisions*. (*) Star after course name indicates class meeting twice weekly.

DAY CLASSES OF THE C. B. A.

Beginning in the fall of 1916, the College offers a day course covering the work of the Freshman and part of the Sophomore years. The remaining courses will be offered as students are prepared to take them. These classes meet the needs of high school graduates who desire to devote their full time to the course.

For circular giving details regarding the day sessions, address

THE SECRETARY, C. B. A.
688 Boylston St.,
Boston, Mass.



UNIVERSITY OF ILLINOIS-URBANA



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